

## **JOB DESCRIPTIONS FOR MBEA POSITIONS**

The Nominations Committee is currently seeking applications for the following positions:

**President-Elect**—Available to MBEA members of the Southeast District

### Job Description

The president-elect will preside at all meetings of the Association and the Executive Board in the absence of the president. He/she will assume the office of president in the event of resignation or the inability of that officer to serve. He/she will participate on the Summer Conference Planning Committee and act as chair of the Fall Conference Planning Committee. He/she will represent MBEA as the second member of the Missouri ACTE Board of Directors and will serve as a delegate to the ACTE House of Delegates at the National Conference. He/she will determine committee members and chairs; prepare and present a balanced budget and program of work for the upcoming year at the annual summer business meeting; and facilitate the Committee Meetings at the Summer Conference. Specific responsibilities are presented as a timeline in the MBEA Handbook Policies and Procedures Section.

**Secretary**—Available to all MBEA members.

### Job Description

The secretary will record accurate minutes of the proceedings of all meetings of the association, the Executive Board, and the Executive Officers. He/she will aid in the planning of conferences of MBEA, including the coordination of the computer workshops. She/he will also represent MBEA on the Missouri Association for Career of Technical Education Board of Directors. Specific responsibilities are presented as a timeline in the MBEA Handbook Policies and Procedures Section.

**N-CBEA Administrative Board Representative**—Available to all MBEA members.

### Job Description

The MBEA representative to the North-Central Business Education Association Administrative Board will attend all meetings of that board (usually two a year) as well as the MBEA Executive Board and will serve as a liaison between the two boards. In addition, she/he will serve as the state's NBEA membership director. Specific responsibilities are presented as a timeline in the MBEA Handbook Policies and Procedures Section.

**If you have any questions about Nominations Committee in Missouri Business Education, please don't hesitate to contact Janet Ludwig, 420 Donna Drive, Jackson, MO 63755.**